

# Current FACts

FAC News to Use

December 4, 2014

## Spotlight: Old Man Winter Will be here Anytime...

*Inclement weather policy for state government*



Winter weather is upon us, so this is a good time to once again familiarize yourself with the inclement weather policy currently in effect. Adverse Weather leave may only be used in authorized circumstances and in reasonable amounts. Individuals in essential positions, with mandatory reporting requirements, are not eligible to use Adverse Weather leave. Questions related to this topic should be directed to the Division of Human Resources, 502-564-7233.

### Inclement Weather Policy

It is the policy of state government that state offices remain open and the working hours of state employees not be altered due to weather conditions. It is important to remember that only the Governor has the authority to close state offices. Managers do not have the authority to send employees home because of weather conditions. Following is a summary of potential situations regarding work and leave because of adverse weather:



- 1) An employee, who is not designated for mandatory operations and chooses not to report to work or chooses to leave early in the event of adverse weather conditions such as tornado, flood, blizzard or ice storm, shall have the time of absence reported as:
  - a. Charged to annual or compensatory leave;
  - b. Taken as leave without pay, if annual and compensatory leave have been exhausted; or
  - c. Deferred in accordance with subsections (3) and (4) of this section.
- 2) An employee who is on prearranged annual, compensatory or sick leave shall charge leave as originally requested.
- 3) Where operational needs allow, except for an employee in mandatory operations, management shall make every reasonable effort to

## Yea!!! We're #1

You work for the best adoption-friendly government employer in the nation.

The Commonwealth is ranked first on the 2014 Best Adoption-Friendly Workplaces List by the Dave Thomas Foundation for Adoption. Kentucky was recognized for our employee adoption benefits as compared to other government entities.

The Commonwealth has been recognized for several years as a progressive employer, offering its employees up to \$5,000 in financial reimbursement when adopting a child and up to 12 weeks of family medical leave.

Since 2008, the Dave Thomas Foundation for Adoption has compiled an annual list of the 100 Best Adoption-Friendly Workplaces to honor employers who offer the best adoption benefits in the U.S. The rankings, compiled from an annual survey of U.S. employers, are determined by an analysis of each company's adoption benefits, including the maximum financial reimbursement and the amount of paid leave provided for employees who adopt.

There are more than 100,000 children in the U.S. foster care system waiting to be adopted. Every year, more than 20,000 children in foster care turn 18 and age out of the system without families.

arrange schedules whereby an employee will be given an opportunity to make up time not worked rather than charging it to leave.

- 4) An employee shall not make up work if the work would result in the employee working more than forty (40) hours in a work week.
  - a. Time lost shall be made up within four (4) months of the occurrence of the absence. If it is not made up within four (4) months, annual or compensatory leave shall be deducted to cover the absence, or leave without pay shall be charged if no annual or compensatory leave is available.
  - b. If an employee transfers or separates from employment before the leave is made up, the leave shall be charged to annual or compensatory leave or deducted from the final paycheck.
- 5) If catastrophic, life-threatening weather conditions occur, as created by a tornado, flood, ice storm or blizzard, and it becomes necessary for authorities to order evacuation or shutdown of the place of employment, the following provisions shall apply:
  - a. An employee who is required to evacuate or who would report to a location that has been shutdown shall not be required to make up the time that is lost from work during the period officially declared hazardous to life and safety.
  - b. An employee who is required to work in an emergency situation shall be compensated pursuant to the provisions of Section 5 of this administrative regulation and the Fair Labor Standards Act as amended.

# You're Invited!



**Governor Steve Beshear**  
and  
**First Lady Jane Beshear**  
cordially invite you to join them for the

## State Employee Open House

Wednesday, December 17, 2014  
2:00-4:00 p.m.

The Governor's Mansion  
704 Capitol Avenue  
Frankfort, Kentucky

*Guests are encouraged to bring a non-perishable food item to benefit those in need.*

*Guests will have the opportunity to send Christmas greetings to active and deployed service men and women through the **Holiday Mail for Heroes** program, sponsored by the Franklin County Chapter of the American Red Cross.*

### Timesheet Information for Open House

If you attend the Holiday Open House at the Governor's Mansion, you need to record this time (up to 2 hours) as Event Leave on the timesheet. In ETS, record leave hours in the start and end areas of "Hours Used/Earned", then enter the hours used under "Normal Leave Hours Taken" in the "EVNT" coded area. Please note within the reason section that the time was related to the Mansion Open House.

#### Note to managers of COT

**employees:** Contact Carrie Cottew to request that the EVNT task be made available within PMIS for that date. For questions or concerns call 502-564-7233 or email [Sandy.Bain@ky.gov](mailto:Sandy.Bain@ky.gov) or [Tina.Perry@ky.gov](mailto:Tina.Perry@ky.gov).

### On the Move...COT Offices

Over the past several months a number of offices and branches within Commonwealth Office of Technology moved to locations throughout Frankfort that better accommodate COT's staffing needs. Please be sure to update your contact information with the new addresses below:



**Office of Enterprise Technology (OET)** has moved to the Kentucky Department for Libraries and Archives building, 300 Coffee Tree Road.

**Office of Application Development (OAD)** is now located at 669 Chamberlin Ave, in the former location of the temporary Franklin County Courthouse.

The Kentucky Higher Education Assistance Authority building, 100 Airport Road, is the new home for the office of the **Chief Information Security Officer** and related security personnel.

Two COT branches – **Systems Software and Edge Network Operations** - have moved to 105 Sea Hero Road, Suite 3, east of Lakeview Park.

Telephone numbers remain the same.

### HR NEWS HR NEWS

#### Last Paycheck for 2014 to be Issued Dec. 23

In keeping with the tradition of early distribution of pay prior to the Christmas holidays, final pay for December will be issued on Tuesday, Dec. 23, 2014. Therefore, timesheets must be submitted no later than noon on Tuesday, Dec. 16, 2014. Please note that pay will not be issued again until Jan. 15, 2015.

Timesheets for the period Dec. 16-31, 2014 must be submitted by noon on Monday, Jan. 5, 2015.

Please contact the Division of Human Resources at 564-7233 with questions.

Have a safe and happy holiday season!

### Is Volunteering Part of Your New Year's Resolution?

Many Finance Cabinet employees volunteer their time and resources to help their communities, neighbors and others. If you're looking for your first volunteer opportunity or for another one, the American Cancer Society's Relay For Life may be one you want to check out. Events are held throughout many communities and the Franklin County RFL will be Saturday, June 15, 2015.

Margaret Puckett with FAC's Dept. for Facilities and Support Services has worked with Franklin County's RFL for the last 10 years. "I know that several employees or their family members have been touched by cancer and they may be looking for opportunities to make a difference," said Puckett. "We have several committees that they can work with as we plan for the big event in June."

If you'd like more information on volunteering opportunities, contact Kelsey Lewis at the ACS offices by PHONE: 859-260-8285 or e-mail at [Kelsey.lewis@cancer.org](mailto:Kelsey.lewis@cancer.org) or feel free to contact Margaret Puckett as well. Relay for Life is the world's largest and most impactful fundraising event to end cancer. It unites communities across the globe to celebrate people who have battled cancer, remember loved ones lost, and take action to finish the fight once and for all.

